



CITY OF VINCENT

TENDER NO. 558/18

REQUEST FOR TENDER

APPOINTMENT OF A CONSULTANT TO PREPARE AN INTEGRATED TRANSPORT PLAN

FURTHER ASSISTANCE REGARDING THIS REQUIREMENT MAY BE OBTAINED FROM:

TENDER ENQUIRIES:

Gabor Bronson
Procurement Officer
Tel: 9273 6517
Email: Gabor.Bronson@vincent.wa.gov.au

CLOSING TIME AND DATE

2:00pm (WST)

Tuesday, 28 August 2018

LODGEMENT OF TENDERS

Submissions should be enclosed in a plain envelope endorsed with the tender number and name and either;

Lodged online via the Tenderlink Portal; or

Delivered to:

**TENDER BOX
City of Vincent
244 Vincent Street
Leederville 6007**

OR

Posted to:

**Chief Executive Officer
City of Vincent
PO Box 82
Leederville 6902**

Submissions are to be received by the closing time and date.
Late Tenders will not be accepted. No facsimile or e-mail Tenders will be accepted.

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PART 1 – READ AND KEEP THIS PART

1	CONDITIONS OF TENDERING
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1.1 Scope

The City is calling tenders from a suitably experienced and qualified consultant to prepare an Integrated Transport Plan. A full statement of the services required under the proposed contract appears in Part 2 - Specifications and General Conditions of Contract.

Tenders will be received by the City for the provision of consultancy services as outlined in the Tender Documents up to the specified closing time and date, at the address specified in the Tender document.

1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender;
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the City, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this request;
General Conditions of Contract:	Means the General Conditions of Contract for the Provision of Services nominated in Part 2;
Offer:	Your offer to supply the Requirements;
City:	City of Vincent
Principal:	City of Vincent
City's Representative (Officer):	The Chief Executive Officer or nominated representative
Request:	This Request for Tender (RFT) document;
Requirements:	The services requested by the City;
Selection Criteria:	The criteria used by the City in evaluating your Tender;
Specification:	The statement of Requirements that the City requests you to provide if selected;
Tender:	Completed Offer form, response to the Selection Criteria and Attachments;
Tenderer:	Someone who has or intends to submit an Offer to the City.
Tenderlink:	Means the web-based portal to be used for downloading Tender documents, raising queries in the online forum during the Tender Open Period and lodgement of Tenders. This medium operates through the website https://www.tenderlink.com/vincent/
Tender Open Period:	The time between advertising the Request and the Deadline.

PART 1 – READ AND KEEP THIS PART**1.3 Tender Documents**

The Tender Documents shall comprise of the following parts:

Part 1 – Terms and Conditions of the Request for Tender (read and keep this part).

Part 2 - the Tender Specification, including any plans/drawings (read and keep this part).

Part 3 – General Conditions of Contract (read and keep this part).

Part 4 – Tenderer's Offer (complete and return this part).

The Tenderer shall not alter or add to the Request documents unless required by these Conditions of Tendering.

The City shall issue an addendum to all Tenderers where matters of significance make it necessary to amend the issued Request documents before the Deadline.

1.4 How to Prepare Your Tender

- a) Carefully read all parts of this document.
- b) Ensure you understand the Requirements.
- c) Complete and return the Offer (Part 4) in all respects and include all Attachments.
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
- e) Lodge your Tender before the Deadline.

1.5 Contact Person

Tenderers shall not rely on any information provided by any person(s) other than the persons listed below:

Gabor Bronson
Procurement Officer

Tel: 9273 6517

Email: Gabor.Bronson@vincent.wa.gov.au

PART 1 – READ AND KEEP THIS PART**1.6 Lodgement of Tenders**

The tender must be lodged by the deadline. The deadline for this request is listed on the front page of this document.

Tenderers have the option to lodge tender documents electronically via the Tenderlink portal or deliver to the Tender Box at the City of Vincent, 244 Vincent Street, Leederville WA 6007.

The Tenderer shall submit the original Form of Tender and completed schedules and any drawings, written statements or other information required to be submitted, duly signed.

If submitting via the Tender Box, tender submissions must be in a sealed package clearly endorsed with the specified tender name and number.

a) Tender Closing Time

At the time of closing only those Tenders received and in the Tender Box at the City of Vincent Administration and Civic Centre and on Tenderlink will be regarded as having been received on time. Tenders which are mailed to the City will be dated and time stamped when they are received. However, the City will accept no responsibility in the event that the Tender is not received at the specified Tenders close time/date.

Electronic mail Tenders and Tenders submitted by facsimile will not be accepted.

b) Tender Opening

All Tenderers and members of the public may attend or be represented at the opening of Tenders.

All Tenders will be opened in the City's offices, following the advertised Deadline. No discussions will be entered into between Tenderers' and the City's Officers present or otherwise, concerning the Tenders submitted.

c) Informal Tenders

Any Tender which does not comply with the requirements of the specification or of these Conditions of Tendering or which contains any provisions not required by the Tender documents may be rejected.

d) Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements. The City is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

The Tenderer agrees that the Tender will remain open for acceptance for a minimum period of 90 days after the closing date for Tenders or 45 days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the City and the Tenderer in writing.

A Tenderer may withdraw their tender at any time by written notice to the City prior to Council consideration.

PART 1 – READ AND KEEP THIS PART**e) Disclosure of contract information**

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

f) Alternative Tenders**All Alternative Tenders MUST be accompanied by a conforming Tender.**

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked “**Alternative Tender**”.

The City may in its absolute discretion reject any Alternative Tender as invalid. Any printed “General Conditions of Contract” shown on the reverse of a Tenderer’s letter or quotation form will not be binding on the City in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

g) Canvassing of Elected Members or Council Officers

If a Tenderer, whether personally or by an agent, canvasses any of the City’s Elected Members or Commissioners (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tender, then regardless of such canvassing having any influence on the acceptance of such Tender, the City may at its absolute discretion omit the Tender from consideration.

1.7 Number of Tender Submissions Required

If submitting via Tender Box, the Tenderer shall submit one hard copy and one copy on an USB of their Tender submission.

The hard copy must be bound and all pages must be numbered consecutively. The tender submission must include an index.

If submitting via the Tenderlink portal, only one electronic copy of the tender submission is required.

1.8 Costs of Tendering

The City will not contribute towards the costs, direct or indirect, of any organisation expressing an interest or subsequently short listed and invited to be interviewed.

1.9 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request; or
- c) it may be rejected if it fails to comply with any other requirements of the Request.

1.10 Tenderers to Inform Themselves and Sub-Contractors

Tenderers shall be deemed to have:

- a) examined the Request carefully and to have acquired actual knowledge of the contents of all documents for the purpose of tendering;
- b) obtained and properly examined all information relevant to the risks, contingencies and other circumstances that may have an effect on their Tender and which was obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Tender and that the proposed Contract Price covers the cost of complying with all their obligations to complete the work described herein;
- d) acknowledged that the City may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all the relevant attachments.

1.11 Risk Assessment

The City may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the City (or its nominated agent) upon request all such information as the City reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract.

The City reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the City for the purpose of assessing Tenderers and will be treated as strictly confidential.

PART 1 – READ AND KEEP THIS PART**1.12 Tender Evaluation**

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed through both qualitative criteria and 'value for money', as described in Clause 1.15.
- c) The evaluation panel will assess each tender response against the qualitative criteria and determine whether each tender satisfies the criteria before progressing to the 'value for money' assessment.
- d) The evaluation panel will assess all Tenders that meet the qualitative criteria and determine which Tender response provides the best 'value for money', as described in Clause 1.15.
- e) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, provide additional information, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the City.

The City reserves the right, at any time, not to proceed any further.

1.13 Selection Criteria

The prime consideration in the evaluation of received tenders is to be the tender that clearly demonstrates an understanding of the task and represents the best value for money in the City's opinion. A weighted qualitative criteria selection system will be used as part of the tender assessment process.

This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

Responses will be assessed based on the quality of referees and demonstrated skills and experience relevant to the selection criteria. All information requested in this Response and any relevant additional information provided/available to the City in response to this Request, will be taken into consideration.

A scoring system will be used as part of the assessment of the selection criteria. Unless otherwise stated, a response to one of these criteria, which provides all the information requested, will, in the first instance, be assessed as satisfactory. The extent to which the response demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each response will be used as a factor in assessing the applicants on qualitative criteria and overall assessment of value for money.

Failure to adequately address all the criteria may result in your offer being eliminated from further consideration.

PART 1 – READ AND KEEP THIS PART

1.14 Qualitative Evaluation Criteria

The following evaluation criteria shall be applied in the assessment of tenders:

Qualitative Criteria	Weighting %
<p>1. Methodology, key issues and risks:</p> <ul style="list-style-type: none"> • Understanding of the intent and ambition for the Integrated Transport Plan to be an industry-leading plan, focussed on achieving the Strategic Community Plan vision. • Methodology to undertake consultation with key stakeholders including government agencies, working groups and the community; continuing the theme of the recent Strategic Community Plan process. • Understanding of the required service by identifying the key issues and risks associated with delivering the project and how these will be addressed. • Understanding of the context of the City of Vincent. • Understanding of the existing and future key transport issues across each transport mode, as they relate to the City. • Understanding of further studies and expert analysis that may be required to complete the Integrated Transport Plan. 	50%
<p>2. Relevant experience, expertise, project team and capacity to deliver:</p> <ul style="list-style-type: none"> • Ability to provide high quality: <ul style="list-style-type: none"> ○ Consultation with Administration, Government Stakeholders, Council Members and the local Community; ○ Technical Studies and Analysis; ○ Written Reporting; and ○ Implementation planning. • Experience in a wide range of multi-modal transport planning projects relevant to the City's context. • Roles, credentials and responsibilities of key personnel in the delivery of this project. • Ability to provide ongoing availability of sufficiently skilled persons capable of performing the tasks to the required standards through the project. • Capacity and depth to effectively address the range of requirements of the City. • Referees and relevant comments/testimonials. 	50%
TOTAL	100%

Tenderers must address all of these criteria, **separately, comprehensively and in the order listed** above in their submission.

PART 1 – READ AND KEEP THIS PART**1.15 Value Considerations****Non Weighted Price Criteria**

Once the tenders have been ranked on the Qualitative Evaluation Criteria, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the City.

The tendered price will be considered along with related factors affecting the total cost to the City (e.g. the lifetime operating costs of goods or the City's contract management costs may also be considered in assessing the best value for money outcome).

1.16 Fee

The fee shall be a lump sum fixed fee based on the program provided in this brief and it is to be fully inclusive of all prints, disbursements, sundry costs and charges, profit, administration costs, overheads and all incidental costs required to carry out and complete the services requested. Tendered prices must include Goods and Services Tax (GST).

Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.17 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the City. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 4 and whose execution appears on the Offer Form in Part 4 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.18 Tenderer's Responsibility

The Tenderer will in accordance with this Tender:

- a) comply with all obligations as directed by the City under this Tender.
- b) ensure all invoices are completed correctly as specified in the Tender.

1.19 City's Responsibility

The City will in accordance with the Tender ensure that all relevant information is supplied to the Tenderer.

1.20 Items supplied by the Tenderer

The successful Tenderer shall supply services and or products for the proper performance of this Tender at costs stated in the tender documents. The prices and charges shall remain fixed for the duration of the Tender.

PART 1 – READ AND KEEP THIS PART**1.21 Variations**

The successful Tenderer shall not vary the work under this Tender unless directed in writing by the City. The City may request the Tenderer to give a detailed quotation of the proposed variation supported by evidence of cost.

Any costs or charges payable in respect of any variation shall be agreed upon by the City.

If the City agrees to the variation, prices will be based on the rates usually charged by the Tenderer under this Tender. If variations are requested for the convenience of the successful Tenderer, the variation may be granted at no extra time nor cost to the City.

1.22 Extension of Time

If an extension of time to lodge a tender is granted, the extension shall apply to all Tenderers who will be advised of the new closing time and date. Tenders lodged within the original time shall be retained unopened or returned on request.

The City, in its absolute discretion, may grant or refuse any application for an extension of time.

1.23 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in the General Conditions of Contract will have precedence.

1.24 Disability Access and Inclusion Plan

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

If the contract involves the supply of Services to the public, then the successful Contractor will:

- a) to the extent practicable, implement the Customer's "Disability Access and Inclusion Plan" prepared under the Disability Services Act 1993;
- b) provide a report to the City in each year of the Contract Term reporting on the extent to which the successful Contractor has implemented the City's Disability Access and Inclusion Plan.

1.25 Indemnity

The Tenderer shall indemnify and keep indemnified the City against;

- a) any liability under the Workers' Compensation and Rehabilitation Act 1981 and its subsequent amendments;
- b) any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the City.

PART 1 – READ AND KEEP THIS PART**1.26 Protection of People and Property**

Necessary measures will be taken by the Tenderer to protect people and property. If the Tenderer damages property the damage shall be promptly rectified and pay any compensation which the law requires. The City may have the obligation performed by others if the Tenderer fails to comply with the obligation under this clause after receiving written notice from the City. The cost incurred shall be monies due from the Tenderer.

1.27 Goods and Services Tax / ABN Quotation

All Tenderers shall ensure that they comply with the Goods and Services taxation demands. The City has clear views on the requirements of suppliers to simplify processing. Briefly, these are:

- a) All suppliers should be registered for GST/ABN purposes;
- b) Suppliers' invoices must meet ATO standards for "Tax Invoices";
- c) GST is to be shown on invoices as a separate amount; and
- d) Items that are GST exempt are to be clearly marked as such.

In order to ensure that the City is in a position to fully comply with the tax demands, it is a prerequisite that the Tenderer must be able to quote an ABN.

1.28 Value for Money

Value for money is a key Council policy objective to ensure that when purchasing goods or services, the City achieves the best possible outcome for every dollar spent by assessing the costs and benefits to the City and the community, rather than simply selecting the lowest price offered.

In assessing the costs and benefits to the City and the community, "Buy Local" Policy considerations are also taken into account.

1.29 Lodgement of a Tender by the City

The City will not be submitting an inhouse Tender.

1.30 Limitations to Liability

- a) The City reserves the right, without advance notice, without explanation and for any cause whatsoever not to proceed to award the tender.
- b) The City will not reimburse a Tenderer for any costs directly or indirectly incurred by that Tenderer in connection with this Tender.
- c) The City does not warrant to a Tenderer the accuracy or reliability of any of the contents of this Tender document or any other document provided by the City, its employees, agents or advisers to a Tenderer in conjunction with this Tender.
- d) No responsibility (including responsibility by reason of negligence) is assumed by the City, its servants, agents or advisers in respect of the contents of, or omissions from, any document provided by the City to a Tenderer in connection with this Tender. Each Tenderer must make its own independent enquiries concerning all matters relevant to its Tender.
- e) Before the issue of this Tender document, meetings conversations and other contacts may have occurred between the Tenderer and the City. These meetings, conversations and contacts will not form the basis of this Tender Document as varied by issue of Addenda or subsequent contract.

PART 2 – READ AND KEEP THIS PART

2 TENDER SPECIFICATION

2.1 Project Background

The City has recently undertaken a review of its Strategic Community Plan (SCP), branded as *Imagine Vincent*, which, once finalised, will clearly articulate the community's vision and aspirations for the future. Many of the comments received during public consultation on this project relate to how people move within and through the City of Vincent. As a result, the City is seeking to make it safe, easy, environmentally friendly and enjoyable to get around Vincent.

In addition to this, the City's Local Planning Scheme No. 2 has recently been approved and provides for a significant increase to the City's population through zoning land to allow for higher density residential redevelopment. It is important that the City's transport network is capable of effectively accommodating this increase in population. The City is seeking to take a more integrated and holistic approach to transport initiatives and advocacy.

Further to this, the State Government is responsible for planning and delivering public transport and major road infrastructure. The City needs to have a comprehensive understanding of these transport modes to inform advocacy and collaboration with relevant State Government agencies on these matters.

In response to these matters the City is now seeking to prepare an Integrated Transport Plan.

2.2 Proposed Indicative Tender Timetable

Date	Details
4 August – 28 August 2018	Request for Tender (RFT) advertised
28 August 2018	Tenders Close at 2.00pm (WST)
28 August – 16 October 2018	Tender Evaluation and reporting
16 October 2018	Council Decision to award the Tender
17 October 2018	Notify successful and unsuccessful Tenderers

The City may, by written notice to Tenderers, alter this proposed timetable.

2.3 Scope of Work

The City is calling for Tenders from a suitably qualified and experienced consultant, or team of consultants with a nominated lead consultant (the Contractor) to undertake a collaborative approach to develop an innovative and industry-leading Integrated Transport Plan for the City of Vincent. The project includes five parts outlined below, with a total of 23 deliverables including workshops (highlighted in blue) to be completed in 2018/19 (with the possibility of extending into 2019/2020):

- Part One: Where are we now? (Data Collection and SWOT Analysis);
- Part Two: Where do we want to be? (Vision and Priorities);
- Part Three: How do we get there? (Forecasting, Analysis and Preparation of Integrated Transport Plan);
- Part Four: Have we got it right? (Formal Stakeholder Engagement); and
- Part Five: Leederville Activity Centre Plan Transport Impact Assessment.

The successful consultant will be required to include data collection, analysis, visioning, and forecasting on the below nine Key Focus Areas for the Plan, along with any other focus areas identified in undertaking the project:

1. Walking;
2. Cycling;
3. Public Transport;
4. Streets & Roads;
5. Parking;
6. Freight;
7. Behaviour Change;
8. Emerging Technologies; and
9. Integration of Transport Modes.

Tenderers are invited to propose modifications to the Scope of Works and/or methodology detailed in this section where the nature of the proposed modification is provided along with an explanation of the reason/s for the proposed change.

Part One: Where are we now? Data Collection and SWOT Analysis

The Contractor will be responsible for collecting any necessary data and information to understand the City's transport context and the extent and effectiveness of the City's existing movement network. This will include a review and audit of the City's existing transport related documents including:

- Supporting document 1** - Local Planning Strategy;
- Supporting document 2** - Car Parking Strategy;
- Supporting document 3** - Sustainable Environment Strategy;
- Supporting document 4** - Precinct Parking Management Plans; and
- Supporting document 5** - Bicycle Network Plan.

Copies of the Supporting documents are available upon request or via the City's website.

The Contractor will also be responsible for undertaking any necessary studies and analysis to identify the strengths, weaknesses, opportunities and threats with the City's existing transport document framework and transport network in the nine Key Focus Areas outlined above.

The City has identified the need to specifically understand the parking occupancy on all streets and City owned public car parks. The Contractor will be responsible for undertaking surveys of the parking occupancy and duration of stay in the City's streets and car parks. These surveys will be undertaken over three days and four different time periods for a one week timeframe.

This work must answer the following questions:

“How do people currently get around Vincent?”

“What are the strengths, weaknesses, opportunities and threats when getting around Vincent?”

Deliverables:	
1.	Project initiation meeting with the City of Vincent.
2.	Provide a report which explains the extent and effectiveness of the City’s current document framework and transport network, including data collection results and analysis of the strengths, weaknesses, opportunities and threats. This must include parking occupancy surveys for all streets and City owned public car parks over three days and four different time periods for a one week timeframe.

Part Two: Where do we want to be? (Vision and Priorities)

After completing Part One of the project, the Contractor will be responsible for designing and delivering a collaborative stakeholder engagement process to understand the transport related vision and priorities of the City’s key stakeholders. The engagement program should be tailored for various key stakeholder groups including technical stakeholders (such as State Government departments, surrounding local governments and industry bodies), the City’s Urban Mobility Advisory Group (UMAG) and the local community. The engagement program must expand on the community’s broader aspirations outlined in the Strategic Community Plan and the City’s previously adopted transport document framework.

Following this process, the Contractor will be responsible for preparing a report to explain the results of the above exercise and articulate the City’s draft vision and priorities.

This work must answer the following question:

“How do we want people to be moving around Vincent in the future?”

Deliverables:	
3.	Prepare a draft Stakeholder Engagement Program.
4.	Workshop 1 (Council) Present the findings of Part One and the draft Stakeholder Engagement Program to Council Members for feedback.
5.	Finalise Stakeholder Engagement Program following Workshop 1.
6.	Workshop 2 (Technical) Present the findings of Part One to the technical stakeholder group to understand their vision and priorities.
7.	Workshop 3 (UMAG) Present the findings of Part One to the City’s Urban Mobility Advisory Group to understand their vision and priorities.

Deliverables:	
8.	Workshop 4 (Community) Present the findings of Part One to the local community to understand their vision and priorities.
9.	Provide a report on the results of the stakeholder engagement that includes the vision and priorities.
10.	Workshop 5 (Council) Present the findings of Part Two to Council Members for feedback.
11.	Finalise draft vision and priorities following Workshop 5.

Part Three: How do we get there? (Forecasting, Analysis and Preparation of Integrated Transport Plan)

In Part Three the Contractor will be responsible for identifying the specific projects and actions that the City should complete to contribute towards meeting the vision and priorities identified in Part Two. These projects will need to be tested using forecasting and analysis to demonstrate the extent to which each projects and action would contribute to the transport network. The projects and actions will be presented in the form of an implementation plan that will:

- Identify priority actions;
- Estimate resource requirements to deliver the actions; and
- Clarify the City's role in delivering the actions.

This work must answer the following question:

“What should the City do to deliver the vision and priorities?”

Deliverables:	
12.	Provide draft projects and actions that will achieve the vision and priorities developed in Part Two and the results of testing these projects using forecasting and analysis.
13.	Workshop 6 (Council) Present the draft projects, actions and results of testing to Council Members for feedback.
14.	Provide a draft Integrated Transport Plan that includes the results of Part One and Part Two of the project and an implementation plan of projects and actions that are demonstrated to contribute towards achieving the vision and priorities developed in Part Two.
15.	Workshop 7 (Council) Present the draft Integrated Transport Plan to Council Members for feedback.
16.	Finalise draft Integrated Transport Plan following Workshop 7.

Part Four: Have we got it right? (Stakeholder Engagement)

Following the completion of part three the Contractor will be responsible for undertaking formal stakeholder engagement on the draft Integrated Transport Plan. The engagement program must include the various key stakeholder groups identified in Part Two.

Following this process, the Contractor will be responsible for preparing a report to explain the results of the above exercise and prepare any recommended modifications to the draft Integrated Transport Plan to address the feedback received.

This work must answer the following question:

“Is there anything that has been missed or needs to be modified?”

Deliverables:	
17.	Workshop 8 (Technical) Present the draft Integrated Transport Plan to the technical stakeholder group for feedback and comments.
18.	Workshop 9 (UMAG) Present the draft Integrated Transport Plan to the UMAG for feedback and comments.
19.	Workshop 10 (Community) Present the draft Integrated Transport Plan to the community for feedback and comments.
20.	Provide a report on the results of the stakeholder engagement any recommended modifications to the draft Integrated Transport Plan to address the feedback received.
21.	Workshop 11 (Council) Present the report on the results of the stakeholder engagement and any recommended modifications to the draft Integrated Transport Plan to Council Members for feedback.
22.	Finalise draft Integrated Transport Plan following Workshop 11.

Part Five: Leederville Transport Impact Assessment

The City is preparing an Activity Centre Plan for the Leederville Town Centre concurrently with the Integrated Transport Plan. The Contractor will be required to prepare a Transport Impact Assessment in accordance with the Department of Planning, Lands and Heritage ‘Transport Impact Assessment Guidelines’ and State Planning Policy 4.2 – Activity Centres for Perth and Peel for the Leederville Town Centre to inform the preparation of the Leederville Activity Centre Plan.

Background work and targeted studies from the Leederville Activity Centre Structure Plan will provide details on the expected built form and population projections on which to base the Transport Impact Assessment. The Transport Impact Assessment (TIA) must identify “Where are we now?”, “Where do we want to be?” and “How do we get there?” specific for the Leederville Town Centre. The results of this work must include specific recommendations to include in the Leederville Activity Centre Plan. The timing

of the Transport Impact Assessment will be required to align with the Leederville Activity Centre Plan project and is a discrete body of work, separate to the broader Integrated Transport Plan project.

Deliverable:	
23.	Provide a Transport Impact Assessment for the Leederville Town Centre.

2.4 Specific Requirements of the Contract

The Contractor shall prepare the work as specified in the Scope of Work in accordance with the requirements of the contract.

The City will review the draft documents and provide its comments and edits to the Contractor to complete.

All raw data, reports and documentation relating to the project shall be provided to the City in a format suitable for editing.

2.5 Response Times

The Contractor shall provide a high level of service in both quality and response times.

2.6 Key Deliverables

Part One: Where are we now? (Data Collection and SWOT analysis)	
1.	Project initiation meeting with the City of Vincent.
2.	Provide a report which explains the extent and effectiveness of the City's current document framework and transport network, including data collection results and analysis of the strengths, weaknesses, opportunities and threats. This must include parking occupancy surveys for all streets and City owned public car parks over three days and four different time periods for a one week timeframe.
Part Two: Where do we want to be? (Vision and Priorities)	
3.	Prepare a draft Stakeholder Engagement Program.
4.	Workshop 1 (Council) Present the findings of Part One and the draft Stakeholder Engagement Program to Council Members for feedback.
5.	Finalise Stakeholder Engagement Program following Workshop 1.
6.	Workshop 2 (Technical) Present the findings of Part One to the technical stakeholder group to understand their vision and priorities.
7.	Workshop 3 (UMAG) Present the findings of Part One to the City's Urban Mobility Advisory Group to understand their vision and priorities.
8.	Workshop 4 (Community) Present the findings of Part One to the local community to understand their vision and priorities.
9.	Provide a report on the results of the stakeholder engagement that includes the vision and priorities.
10.	Workshop 5 (Council) Present the findings of Part Two to Council Members for feedback.
11.	Finalise draft vision and priorities following Workshop 5.

Part Three: How do we get there? (Forecasting, Analysis and Preparation of Integrated Transport Plan)	
12.	Provide draft projects and actions that will achieve the vision and priorities developed in Part Two and the results of testing these projects using forecasting and analysis.
13.	Workshop 6 (Council) Present the draft projects, actions and results of testing to Council Members for feedback.
14.	Provide a draft Integrated Transport Plan that includes the results of Part One and Part Two of the project and an implementation plan of projects and actions that are demonstrated to contribute towards achieving the vision and priorities developed in Part Two.
15.	Workshop 7 (Council) Present the draft Integrated Transport Plan to Council Members for feedback.
16.	Finalise draft Integrated Transport Plan following Workshop 7.
Part Four: Have we got it Right? (Stakeholder Engagement)	
17.	Workshop 8 (Technical) Present the draft Integrated Transport Plan to the technical stakeholder group for feedback and comments.
18.	Workshop 9 (UMAG) Present the draft Integrated Transport Plan to the UMAG for feedback and comments.
19.	Workshop 10 (Community) Present the draft Integrated Transport Plan to the community for feedback and comments.
20.	Provide a report on the results of the stakeholder engagement any recommended modifications to the draft Integrated Transport Plan to address the feedback received.
21.	Workshop 11 (Council) Present the report on the results of the stakeholder engagement and any recommended modifications to the draft Integrated Transport Plan to Council Members for feedback.
22.	Finalise draft Integrated Transport Plan following Workshop 11.
Part Five: Leederville Transport Impact Assessment	
23.	Provide a Transport Impact Assessment for the Leederville Town Centre.

PART 3 – READ AND KEEP THIS PART**3 GENERAL CONDITIONS OF CONTRACT****3.1 The Engagement**

The Contract shall –

- a) commence on the Contract execution date;
- b) be governed by and construed with reference to the laws for the time being in force in the State of Western Australia; and
- c) be constituted by –
 - ii) AS 4122 – General Conditions of Contract for Consultants
 - iii) the City's invitation to submit a request;
 - iv) the Contractor's proposal;
 - v) the Letter of Engagement;
 - vi) any Special Conditions;
 - vii) the Brief (if any); and
 - viii) any other documents listed in the Schedule of Documents in the Tender.

3.2 Intellectual Property and Documents

- a) Ownership

Title to all Intellectual Property, patents and documents created under the Contract shall vest with the City in accordance with Alternative 2 of AS4122-2010.

Unless otherwise instructed by the City, all manuals, drawings, computer programs and any other documents supplied by the City to the Contractor for guidance or reproduction during the course of the Contract shall be returned to the City by the Contractor upon termination or completion of the Contract.

- b) Warranty and Indemnity

The Contractor warrants that any Intellectual Property supplied by the Contractor and embodied in or used in connection with the Services is the sole property of the Contractor or the Contractor is legally entitled to use the Intellectual Property for the provision of the Services.

The Contractor shall indemnify and at all times keep indemnified and hold harmless the City against any action, claim, suit or demand, including a claim, suit or demand for or liability to pay compensation or damages and costs or expenses associated therewith –

- i) under Part VII of the Copyright Act 1968 or Part XIV of the Patents Act 1952 in respect of the use or exercise of any letter patent or copyright; or
- ii) for any infringement or alleged infringement of letters patent, trademark, design, copyright or other protected rights in respect of any equipment, software, machinery, plant, material or thing, system or method of fixing or using or arrangement used or fixed or supplied by the Contractor (hereinafter collectively referred to as 'the equipment') but such indemnity shall not cover any use of any of the equipment otherwise than in accordance with the Contract.

PART 3 – READ AND KEEP THIS PART

c) Intellectual Property in Material Supplied by City

Intellectual Property in all manuals, drawings, computer programs and other information supplied to the Contractor by the City for guidance or reproduction in relation to the Services remains vested in the City and the State Government of Western Australia (if applicable).

3.3 Insurance

The Contractor shall effect, maintain and keep in force the following policies of Insurance, with a reputable and solvent insurer (with a Standard and Poor's rating of not less than A minus) which carries on insurance business in Australia and is authorised in Australia to operate as an insurance company.

The Contractor shall provide the Certificate of Currency for all policies to the City prior to the commencement of the contract.

a) Public Liability

The Contractor shall effect and maintain and keep in force a Public Liability insurance in a form and content acceptable to the City for an indemnity of not less than twenty million dollars (\$20,000,000), for any one occurrence covering the Contractor in respect of any claim resulting from loss of or damage to property and the death or illness of, or injury to, any person arising out of or in connection with any act or omission of the Contractor on the site of the Project.

The City of Vincent is to be named as an additional insured on the policy.

b) Professional Indemnity

A professional indemnity policy of insurance must be in effect which must:-

- i) cover liability arising from any negligent act or omission in connection with or arising out of the professional activities and duties under this agreement;
- ii) include one full automatic reinstatement of the limit of liability;
- iii) be effected, maintained and kept in force from the Commencement Date until seven (7) years from the date of this agreement for not less than five million dollars (\$5,000,000) for each and every claim and in the aggregate annually.

c) Workers' Compensation

Before commencing provision of the Services, the Contractor shall effect and maintain a Workers Compensation Insurance policy to insure against liability for death of or injury to persons employed by the Contractor including liability by statute and at common law to a limit of not less than fifty million dollars (\$50,000,000). The insurance cover shall include a Principals Indemnity Extension for Act and common law including waiver of subrogation.

In the case of a sole trader, the Contractor shall effect and maintain a Personal Accident/Illness Insurance policy to cover the Contractor against any accident, illness or death.

3.4 Fee

The fee shall be paid progressively to the Contractor upon satisfactory completion of each stage of the project. As per Item 8 of AS4122-2010.

4 SPECIAL CONDITIONS OF CONTRACT

4.1 Status of Contractor

The Contractor is an independent professional person or persons, corporation or corporations, and in performing the work under the Contract, is not for any purpose a partner, joint venture, servant, agent or employee of the City.

4.2 Confidentiality and Publicity

The Contractor shall not release any document or article or divulge any information gained in the course of the Contract to the media or any person without the prior written approval of the City.

If the Contractor wishes to submit for publication in journals, exhibitions or entry for awards any work produced by the Contractor in providing the Services to the City, the Contractor shall obtain prior approval in principle and then obtain final written approval from the City by submitting, for a decision, a final copy of the material proposed to be published. Such approval shall not be unreasonably withheld. The material shall identify and if requested by the City, acknowledge the City.

Any financial and commercial information supplied by the tenderer to the City will be kept confidentially and only be used for the evaluation and/or decision making process.

4.3 Directions by the City

The City shall give or cause to be given to the Contractor in writing timely directions, instructions, decisions and information sufficient to define the Services required and facilitate the provision of the Services by the Contractor.

Unless the Contract provides otherwise, the City may give any direction to the Contractor in writing or orally, and if given orally it shall be confirmed in writing to the Contractor as soon as practicable after the direction is given.

5 TENDERER'S RESPONSE

(COMPLETE AND RETURN THIS PART)

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

Tenderer's Response

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

5.1 Organisational Profile

Attached a copy of your organisation profile and provide background information on your company and label it " Organisation Profile ".	"Organisation Structure"	Tick if attached <input type="checkbox"/>
If companies are involved, attached their current ASIC company extracts search including latest annual Company Statement and label it " ASIC Company Extracts ".	"ASIC Company Extracts"	Tick if attached <input type="checkbox"/>

5.2 Referees

Attached details of your referees and label it " Referees ". You should give examples of work provided for your referees where possible	"Referees"	Tick if attached <input type="checkbox"/>
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5.3 Agents

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your City and label it " Agents ".	"Agents"	Tick if attached <input type="checkbox"/>

5.4 Subcontractors

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled " Subcontractors " provide details of the subcontractor(s) including: i) the name, address, number of people employed; and experience; ii) the Requirements that will be subcontracted	"Subcontractors"	Tick if attached <input type="checkbox"/>

PART 5 – TENDERER’S RESPONSE**(COMPLETE AND RETURN THIS PART)**

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

5.5 Conflict of Interest

Will you actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “Conflicts of Interest” .	“Conflicts of Interest”	Tick if attached <input type="checkbox"/>

5.6 Financial Position

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “Financial Position” attach a copy of the latest financial statements for you and each of the other proposed contracting entities (that include Profit & Loss and Balance Sheet statements, which must include prior-year comparatives), together with a list of financial referees from your bank and/or accountant.	“Financial Position”	Tick if attached <input type="checkbox"/>

PART 5 – TENDERER’S RESPONSE

(COMPLETE AND RETURN THIS PART)

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

5.7 Insurance Coverage

<p>The insurance requirements for this Request are stipulated in the General Conditions of Contract. Contractors are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled “Insurance Coverage”. A copy of the Certificate of Currency is to be provided to the City within fourteen (14) days of acceptance.</p>		<p>“Insurance Coverage”</p>		<p>Tick if attached <input type="checkbox"/></p>
Type	Insurer-Broker	Policy Number	Value (\$)	Expiry Date
Public Liability Insurance				
Workers Compensation				
Professional Indemnity Insurance				

PART 5 – TENDERER’S RESPONSE

(COMPLETE AND RETURN THIS PART)

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

5.8 Form of Tender

Chief Executive Officer
 City of Vincent
 244 Vincent Street
 LEEDERVILLE WA 6007

I/We, **COMPANY NAME** (Block Letters): _____

Street Address: _____

Suburb _____ State: _____ Postcode: _____

ABN/GST Status _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT: 558/18 – Preparation of an Integrated Transport Plan

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to 90 calendar days from the date of the tender closing or 45 days from the Council’s decision for determining the Tender whichever is the later unless extended on mutual agreement between the City and the Tenderer in writing.

I/We agree that there shall be no cost payable by the City towards the preparation or submission of this Tender irrespective of its outcome. The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this the _____ day of _____ 2018

Signature of authorised signatory of Respondent: _____

Full Name of authorised signatory (BLOCK LETTERS): Mr. Mrs. Ms. Please tick one.

First Name: _____ Surname: _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Position: _____

Address: _____

PART 5 – TENDERER’S RESPONSE**(COMPLETE AND RETURN THIS PART)**

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

5.9 Work Schedule

Before completing the Work Schedule, it is recommended that the Tenderers read the entire tender document.

Part One: Where are we now? (Data Collection and SWOT analysis)		Team Member	Estimated Timeframe
1.	Project initiation meeting with the City of Vincent.		
2.	Provide a report which explains the extent and effectiveness of the City’s current document framework and transport network, including data collection results and analysis of the strengths, weaknesses, opportunities and threats. This must include parking occupancy surveys for all streets and City owned public car parks over three days and four different time periods for a one week timeframe.		
Part Two: Where do we want to be? (Vision and Priorities)			
3.	Prepare a draft Stakeholder Engagement Program.		
4.	Workshop 1 (Council) Present the findings of Part One and the draft Stakeholder Engagement Program to Council Members for feedback.		
5.	Finalise Stakeholder Engagement Program following Workshop 1.		
6.	Workshop 2 (Technical) Present the findings of Part One to the technical stakeholder group to understand their vision and priorities.		
7.	Workshop 3 (UMAG) Present the findings of Part One to the City’s Urban Mobility Advisory Group to understand their vision and priorities.		
8.	Workshop 4 (Community) Present the findings of Part One to the local community to understand their vision and priorities.		
9.	Provide a report on the results of the stakeholder engagement that includes the vision and priorities.		
10.	Workshop 5 (Council) Present the findings of Part Two to Council Members for feedback.		
11.	Finalise draft vision and priorities following Workshop 5.		

Part Three: How do we get there? (Forecasting, Analysis and Preparation of Integrated Transport Plan)			
12.	Provide draft projects and actions that will achieve the vision and priorities developed in Part Two and the results of testing these projects using forecasting and analysis.		
13.	Workshop 6 (Council) Present the draft projects, actions and results of testing to Council Members for feedback.		
14.	Provide a draft Integrated Transport Plan that includes the results of Part One and Part Two of the project and an implementation plan of projects and actions that are demonstrated to contribute towards achieving the vision and priorities developed in Part Two.		
15.	Workshop 7 (Council) Present the draft Integrated Transport Plan to Council Members for feedback.		
16.	Finalise draft Integrated Transport Plan following Workshop 7.		
Part Four: Have we got it Right? (Stakeholder Engagement)			
17.	Workshop 8 (Technical) Present the draft Integrated Transport Plan to the technical stakeholder group for feedback and comments.		
18.	Workshop 9 (UMAG) Present the draft Integrated Transport Plan to the UMAG for feedback and comments.		
19.	Workshop 10 (Community) Present the draft Integrated Transport Plan to the community for feedback and comments.		
20.	Provide a report on the results of the stakeholder engagement any recommended modifications to the draft Integrated Transport Plan to address the feedback received.		
21.	Workshop 11 (Council) Present the report on the results of the stakeholder engagement and any recommended modifications to the draft Integrated Transport Plan to Council Members for feedback.		
22.	Finalise draft Integrated Transport Plan following Workshop 11.		
Part Five: Leederville Transport Impact Assessment			
23.	Provide a Transport Impact Assessment for the Leederville Town Centre.		

TENDERER'S RESPONSE

(COMPLETE AND RETURN THIS PART)

Failure to provide or adequately address the following information may result in your tender being eliminated from further consideration.

5.10 Price Schedule

Before completing the Price Schedule, it is recommended that the Tenderers read the entire tender document.

Item No.	Description	Amount	GST	Total incl. GST
Part One: Where are we now? (Data Collection and SWOT analysis)				
Total for Part One				
Part Two: Where do we want to be? (Vision and Priorities)				
Total for Part Two				
Part Three: How do we get there? (Forecasting, Analysis and Preparation of an Integrated Transport Plan)				
Total for Part Three				
Part Four: Have we got it right? (Stakeholder Engagement)				
Total for Part Four				
Part Five: Leederville Transport Impact Assessment				
Total for Part Five				
Total for all works				

Addendum: _____

Company Name: _____

Address: _____

Signature: _____

Full Name of Tenderer (Block Letters): _____

Date: _____